

Town of Olean
Minutes of the Regular Monthly Board Meeting
Held at the Olean Town Hall, 2634 Route 16N, Olean NY
On June 16, 2026

Present: Annette Parker Supervisor
 Josh Torrey Councilman
 Donna Howard Councilwoman
 Pat Zink Highway Superintendent
 Jerry Dzuroff Code Enforcement Officer
 Sherry Lemon Town Clerk

Absent: Councilman John Artlip
 Councilman Scott Zink

Guests: Gary Abraham, Esq., Special Attorney; Jourdan Morris, Olean School student.

Supervisor Parker opened the Board Meeting at 6:30pm with the Pledge of Allegiance.

The Board moved into Executive Session with Mr. Abraham from 6:30 until 6:50 and then returned to the Regular Meeting. Ms. Morris stated that she is a student at Olean High School and is observing the Town Board Meeting.

Resolution 1 (R:06012026) ACCEPTANCE OF BOARD MEETING MINUTES

On a motion from Councilwoman Howard, and seconded by Councilman Torrey, the Resolution was Adopted, with 3 Ayes, and 0 nays it is

Resolved, that the meeting minutes of April 16, 2026, are accepted as presented.

Resolution 2 (R:06022026) APPROVAL OF ABSTRACTS

On a motion from Councilwoman Howard, and seconded by Councilman Torrey, the Resolution was Adopted, with 3 Ayes, and 0 nays it is

Resolved, that the bills received in May 2026 and paid in June 2026 have been reviewed by the Town Board and are authorized for payment in the following amounts:

Highway Fund: for the sum of \$18,866.93 for vouchers #48-55.

General Fund: for the sum of \$14,039.12 for vouchers #77-94.

REPORTS OF TOWN OFFICIALS

Supervisor: The monthly bank statements and budget report were presented for review by the Board.

Code Enforcement: Written report reviewed from May 19, 2026, to June 16, 2026, has 4 permits issued, 3 pending permits, and 4 complaints, and 1 court appearance. Dog Kennel building has gone out for bids with an end of June opening of sealed bids date and to possibly begin construction in September. Reminds everyone that any pool over 36 inches deep, whether temporary or permanent, requires a building permit.

Cemetery: 3 or 4 burials have happened; clean up and maintenance is going well; requested foundations are scheduled to be dug on June 17 and concrete to be poured on June 25.

Superintendent of Highways: New hire started today with required drug screening and orientation, but is on a medical restriction until July 1; truck box is due by the end of June but no firm date established due to unknown tariff is due; a boom mower has been rented for June to clear brush along roads, with preparation along McCann, Kamery and David Drive; Seneca Avenue is being milled in preparation for repaving; CHIPS money will be \$208,466 with an increase of \$11,500 from 2025; fire extinguishers have had their yearly maintenance done; new hire is willing to upgrade to a Class A CDL with training availability.

Clerk: The Clerk's office collected a total of \$2,349.04 in June 2026, for dog license fees, marriage license fees, and building permit applications. \$12.00 was paid to NYS Dept. of Ag & Markets for Animal Population Control Program, \$22.50 was paid to NYS Dept. of Health for Marriage License, and \$2,314.54 was paid to the Supervisor.

Town Justice/Court: The submitted report shows the Vehicle and Traffic Law violations adjudicated and the total amount of fines billed. Further court actions that remain open will not be included in these reports. The report shows \$3,240.00 collected and paid to the Town.

Assessor: Cattaraugus County Real Property Services has created the Tentative Tax Roll that can be viewed online; has had 5 property transfers to be added to their system in July with sales information found on the Real Property page of the County website; and that they have corresponded with several property owners about assessment, tax bills, and exemptions.

OLD BUSINESS

Highway Department will consult with the County on how to abandon any or all of the “paper” streets as there isn’t enough gain if the Town were to complete the paving and maintenance as most of them are not developable.

NEW BUSINESS

NYS Comptroller’s Office to give guidance on the possible tariff on the truck box.

Clerk to compose a credit card policy and a FOIL policy for the Board to review as per New York Law.

Matt Swenson, Town Attorney and Mary from Municipal Solutions are working on the bond process for the remainder of the funding needed for the new dog kennel building.

Budget line item amount for conference and education attendance discussed.

Awaiting the premium amount for insurance for the Town from Hedley Brook.

There being no other Old Business or further New Business to be presented, Councilwoman Howard moved for adjournment, with Councilman Torry seconding the motion, and all agreed. The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Sherry Lemon, Town of Olean Clerk